



Central State Hospital

Excellence in Evaluation, Treatment, Protection & Disposition

HR Analyst II (Classification & Compensation Manager)

Central State Hospital is seeking a Human Resource Professional to lead classification and compensation functions. Essential responsibilities/examples of work duties include: developing a compensation strategy for the hospital by performing classification studies, analyzing market data, and conducting job audits; participating in organizational development projects by assessing, developing and maintaining organizational charts; managing the Performance Evaluation system by providing technical assistance to supervisors and maintaining employee work profiles; performing administrative tasks related to budget/control by maintaining authorized position counts, manpower employment level, and a master staffing plan; supervising staff by assigning, reviewing, monitoring workflow and work performance to ensure compliance with policies and procedures

QUALIFICATIONS: Bachelor's degree in related field preferred or an equivalent combination of training and experience. Knowledge of several human resource areas (generalist) with demonstrated analytical abilities in classification and compensation to include experience as a supervisor or lead worker, preferred. Proficiency using Microsoft Office Excel, Access and PowerPoint. Demonstrated ability to manage multiple projects and direct workflow activities. Must be able to communicate effectively both orally and in writing with internal and external customers.

An extensive criminal history background investigation and reference checks will be conducted. Position #00220. Pay band 5 (\$36,766 - \$75,456). Position is open until filled. A completed state application is required. Resumes may accompany but will not substitute for a completed State Application Form (DHRM 10-012).

**Central State Hospital
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EEO/AA**